

**The Minutes - Approved
Regular Governing Board Meeting
Utah Charter Academies**

All meeting materials are available at links on the meeting [agenda](#).

November 21, 2024

7:00 p.m.

APS District Office: 12894 S. Pony Express Rd., Unit 300, Draper, UT 84020/Google Meet Hybrid Meeting
Board Members Present: Thomas Hortin
Board Members Present Virtually: Stephanie Henderson, Brad Blanchard, Thomas Young (joined at 7:17 p.m.)
Board Members Absent: None
Staff Present: David Sharette, Casey Crellin, Lindsey Rees, Clarke Headlee, Carolyn Sharette
Staff Present Virtually: Kate York, Peri Daley, Lisa Brunson, Maddi Tapp, Jen Walstad
Guests Present: Dave Mortensen

1 Welcome

1.1 Upon determining the presence of a quorum, Stephanie Henderson welcomed the board members that were present via roll call at 7:01 pm.

2 Presentation and Comments

2.1 Public Comment - Stephanie Henderson invited public comment. None was given.

3 Consent Agenda

3.1 Items include:

3.1.1 Minutes from October 24, 2024

3.1.2 Data Privacy Agreement

3.1.3 Motion: Move the Data Privacy Agreement off the consent agenda.

3.1.3.1 Moved: Brad Blancard

3.1.3.2 Second: Thomas Hortin

3.1.3.3 Vote:

	B.B	S.H	T.Y	T.Ho
Aye	X	X		X
Nay				
Abstain				

3.1.4 Motion: Move the Data Privacy Agreement to the next board meeting.

3.1.4.1 Moved: Brad Blancard

3.1.4.2 Second: Thomas Hortin

3.1.4.3 Vote:

	B.B	S.H	T.Y	T.Ho
Aye	X	X		X
Nay				
Abstain				

3.1.5 Motion: To approve the November 21, 2024 Consent Agenda.

3.1.5.1 Moved: Brad Blanchard

3.1.5.2 Second: Thomas Hortin

3.1.5.3 Vote:

	B.B	S.H	T.Y	T.Ho
Aye	X	X		X
Nay				
Abstain				

4 Board Business - 7:04 p.m.

4.1 SY 2025-2026 Academic Calendar

- 4.1.1 Lindsey Rees reviewed the academic calendar for the 2025-2026 school year. Calendar is linked on the meeting agenda.
- 4.1.2 Motion: To approve the 2025-2026 Academic Calendar as presented.

- 4.1.2.1 Moved: Thomas Hortin
- 4.1.2.2 Second: Stephanie Henderson
- 4.1.2.3 Vote:

	B.B	S.H	T.Y	T.Ho
Aye	X		X	X
Nay				
Abstain				

4.2 FY26 School Fees

- 4.2.1 Kate York presented a first review of the FY 2026 school fees. Kate York reviewed minimal changes compared to the previous fiscal year and maximum fee amounts. Fee schedule is linked to the meeting agenda. Stephanie Henderson noted an error in the Orchestra fee line. Kate York will provide an updated Orchestra fee amount via email to the board members.
- 4.2.2 Motion: No motion required.

4.3 School Fees, Fundraising, and Donations Policies

- 4.3.1 Kate York reviewed amendments to the School Fees, Fundraising, and Donations Policies. Board brief is linked on the meeting agenda.
- 4.3.2 Motion: To approve the School Fees, Fundraising, and Donations and Gifts policies as presented.

- 4.3.2.1 Moved: Brad Blanchard
- 4.3.2.2 Second: Thomas Hortin
- 4.3.2.3 Vote:

	B.B	S.H	T.Y	T.Ho
Aye	X		X	X
Nay				
Abstain				

4.4 Management Services Agreement UCA/APEF

- 4.4.1 Stephanie Henderson proposed that the Management Services Agreement discussion be moved to after the Management Company Report when Dave Mortensen is able to join.

4.5 Data Privacy Agreement

- 4.5.1 Lisa Brunson provided an explanation for adding the Data Privacy Agreement for UCA with APS as there is not one currently in place. Carolyn Sharette and Kate York provided further information regarding the agreement. Stephanie Henderson stated that the board would like further time to review the agreement.

5 Management Company Report - 7:22 p.m.

5.1 November Management Performance Report - Linked on the meeting agenda.

- 5.1.1 Academics - Jen Walstad reviewed APA's 2024 School Report Card rankings and the Elementary Academic Report, including the Missing Work Report, DIBELs (Acadience) Beginning of the Year Report, and Accountability Elementary Report. Jen Walstad presented the Secondary Academic Report, including Missing Work Report and the End of Term Grade Distribution Report.
- 5.1.2 Character Development - Maddi Tapp reviewed the Character Development department highlights including student government leadership activities. Carolyn Sharette reviewed the Veterans Day event activities.
- 5.1.3 Campus Highlights - Available for board review.
- 5.1.4 Enrollment - Lindsey Rees presented the current enrollment counts at 5,192 students.
- 5.1.5 Human Resources - Carolyn Sharette reviewed the current open positions and staff counts.

- 5.1.6 Finance - Casey Crellin reviewed the monthly financial key indicators, including year-to-date net income, days cash on hand, and debt service coverage ratio. Casey Crellin reviewed the October 2024 P&L report.
- 5.1.7 Compliance - Lisa Brunson reviewed the current compliance activities of note, including the USBE Special Education Corrective Action Plan closeout letter and the draft of the 2024 Executive Report and 2025 Strategic Plans. Lisa Brunson reviewed the grant applications summary.
- 5.1.8 Operations & Transportation - Clarke Headlee reviewed the current operations projects, including West Valley 2 Area B, D3 Auditorium, and Security Film Projects.
- 5.1.9 Technology - Clarke Headlee reviewed the current technology projects and events.
- 5.1.10 Cedar City - David Sharette provided an update on Cedar City.

6 Board Business - 7:53 p.m.

6.1 Management Services Agreement UCA/APEF

- 6.1.1 Stephanie Henderson reintroduced the Management Services Agreement agenda item. Agreement is linked on the meeting agenda. Carolyn Sharette provided an overview on the Management Services Agreement and the responsibilities of APEF. Thomas Hortin excused himself from the discussion per a conflict of interest. Carolyn Sharette and Casey Crellin provided further clarification on the need for the services agreement now and APEF team member representation in the meeting. Dave Mortensen provided suggested updates on the Management Services Agreement. Carolyn Sharette and the board continued further discussion on the details of the agreement. Brad Blanchard requested further time to review the agreement with Dave Mortensen's adjustments. The board agreed for Brad Blanchard to be recognized as the board member responsible for compliance items.
- 6.1.2 Dave Mortensen will reach out to the director of the Charter School Board, and Carolyn Sharette will gather the insurance information for UCA and APEF.
- 6.2 Thomas Hortin requested that the board meet sooner than January 23, 2025 to discuss the Data Privacy Agreement. Lisa Brunson and Carolyn Sharette provided further review of the Data Privacy Agreement for APS. Dave Mortensen will look over the data privacy agreement. After review, Stephanie Henderson will authorize the board's approval for the Data Privacy Agreement.
- 6.3 Stephanie Henderson requested that a meeting is scheduled sooner than January 23, 2025 to finalize the Management Services Agreement UCA/APEF discussion.

7 Agenda Items for Future Meetings - 8:38 p.m.

- 7.1 Next Board Meeting is scheduled for January 23, 2025.

Adjournment at 8:39 p.m.